



May 27th , 2020
1:00 p.m. – 5:00 p.m.

Virtual WebEX Call

Meeting Minutes

Video Conference Information:

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Meeting number (access code): 126 985 4649

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In Attendance: Ms. Melody Agbisit, Ms. Suja Amir; Ms. Julia Chun; Ms. Atiqua Hashem; Mr. Razi Hashmi; Ms. Hyun Lee; Mr. Eric Lin (Vice Chair); Mr. Justin Lo; Mr. Bao Ly; Mr. Praveendharan Meyyan (Secretary); Ms. Komal Mohindra (Treasurer), Mr. Patrick Mulloy; Ms. May Nivar (Chair); Ms. Carla Okouchi; Dr. Marie Raval; Ms. Mona Siddiqui ; Mr. Jewan Tiwari

Not in Attendance: Mr. Ssunny Shah

Governor's Office Staff: Ms. Danielle Campbell (Special Assistant for Advisory Board Administration)

Legal Counsel: Mr. Justin Bell (Assistant Attorney General, Office of the Attorney General, Commonwealth of VA)

Guests: Maribel Castañeda (Director of Board Appointments); Ms. Jae K Davenport (Deputy Secretary of Public Safety and Homeland Security); Ms. Tracy DeShazor (Deputy Secretary of the Commonwealth of VA); Mr. Marvin Figueroa (Legislative Director, Governor's Office of Policy and Legislative Affairs); Dr. Vanessa Walker Harris (Deputy Secretary of Health and Human Resources); Mr. Atif Qarni (Secretary of Education); Ms. Kelly Thomasson (Secretary of the Commonwealth of VA); Dr. Janice Underwood (Chief Diversity Equity and Inclusion Officer); Keon Turner; Matthew Patterson; Amy Lay; Keenon Hook

Welcome and Meeting Overview

- Ms. DeShazor welcomed everyone and gave a brief overview of how the meeting will be conducted. It was noted that the meeting will be recorded, and all Advisory Board members were to unmute themselves when speaking.
- Ms. Nivar (Chair) called the Meeting to order at 1:04 PM.
- Ms. Nivar wished everyone “Happy AAPI Heritage Month” and welcomed all to the meeting.
- Mr. Meyyan (Secretary) conducted a roll call for meeting attendance.
- Mr. Meyyan informed the Board that there was a quorum of board members at the meeting.

February Meeting Minutes Approval and May Meeting Agenda Adoption

- February 2020 meeting minutes were reviewed by the Board. Two amendments were proposed.
- First Amendment was noted by Mr. Lin that a member of the general public, Mr. Hem, provided an attached document to the Virginia Asian Advisory Board as promised at the end of the public comment period.
- Second Amendment was noted by Mr. Mulloy to add “FBI and Congressional Committees” to his comments on inviting guests to address the Virginia Asian Advisory Board.
- The February 2020 Minutes were moved to be adopted with the noted amendments by Mr. Lin and seconded by Ms. Siddiqui.
- Mr. Meyyan conducted a roll call vote on the motion. Mr. Meyyan noted that those members not present at the February 2020 meeting had to abstain from voting.

Voting in the Affirmative: Ms. Melody Agbisit, Ms. Suja Amir; Ms. Hyun Lee; Mr. Eric Lin; Mr. Justin Lo; Mr. Bao Ly; Mr. Praveendharan Meyyan; Ms. Komal Mohindra; Mr. Patrick Mulloy; Ms. May Nivar; Ms. Carla Okouchi; Dr. Marie Raval; Ms. Mona Siddiqui

Voting in the Negative: None

Voting to Abstain: Ms. Atiqua Hashem; Mr. Jewan Tiwari

- Mr. Meyyan previewed the meeting agenda

Office of the Attorney General on Virtual Meetings:

- Mr. Bell mentioned that all meetings must have a section for public comment.
- Mr. Bell mentioned that public comments are limited to topics that are listed on the agenda.
- Mr. Bell mentioned that public comments for virtual meetings are accepted via the chat box.

Public Comments:

- Mr. Meyyan announced that public comments were now being accepted.
- Mr. Campbell noted that there were no members of the general public on the call.
- The public comments period ended without any comments recorded.

Chair Report:

- Ms. Nivar mentioned a campaign launched for legislators to vote no against Senate Bill 206, which sought to create a standalone Virginia Korean Advisory Board. SB 206 failed as it was left in Appropriations.
- Ms. Nivar asked Mr. Ly and the rest of the Business & Trade committee to explore how the Virginia Asian Advisory Board could do more on economic development.
- Ms. Nivar also stated that there is an opportunity to reach out to those constituents who wanted a standalone Korean Advisory Board to understand what they were looking to achieve and what can the Virginia Asian Advisory Board can do to support. Ms. Nivar asked Ms. Lee and Ms. Chun to help make the contacts in the Korean American community.
- Ms. Nivar mentioned that in Early March, Governor Northam held his first press conference on state preparations for COVID-19. Ms. Nivar thanked Mr. Lin, Ms. Amir and Ms. Okouchi for attending to represent the Asian and Pacific Islander community and to support the Governor.
- Ms. Nivar highlighted the efforts of Virginia Asian Advisory Board to support the Governor and his Administration and efforts to provide information to the AAPI community during the COVID-19 crisis. These included:
 - Sharing key administration updates on the Virginia Asian Advisory Board communications platform (mostly Facebook), including several communications in multiple languages.
 - Ms. Nivar and other Board members attended a COVID-19 stakeholder engagement video conference hosted by the Office of the Commonwealth and the VA Department of Health's Office of Health Equity for AAPI stakeholders.
 - Ms. Amir participated in a Faith & Community Leaders webinar that sought to provide valuable, accurate, and supportive information for the faith community.
 - The Virginia Asian Advisory Board published an op-ed in the Virginia Mercury on the stigmatization of Asians.
 - Mr. Lo also penned an op-ed published in the Richmond Times Dispatch on confronting racism against Asian Americans.
 - Mr. Lin was involved in developing a bystander intervention training to stop anti-Asian and xenophobic harassment.
 - Mr. Lin and Ms. Siddiqui are working on methods to enhance Virginia's Hate Crime reporting infrastructure.
- Ms. Nivar mentioned that April 1st was Census day. Ms. Lee and Mr. Lin, as members of the Virginia Count Commission, participated in a multilingual PSA to generate awareness on the importance of data collection to build stronger communities. The Virginia Asian Advisory Board also published several communications to generate awareness.
- Ms. Nivar mentioned that presenting the Community Leader of the Year award was challenging during the COVID-19 pandemic. Additionally, the AAPI Heritage Month reception at the Executive Mansion was canceled so there would not have been a forum or reception at which to gather folks to present the award. It was decided to revisit this award next year. Ms. Nivar acknowledged and thanked Ms. Hashem and her committee with leading this effort and trying

to think outside of the box on this. Ms. Nivar mentioned that Ms. Chun is working on a communications plan that has evolved from the focus on community leadership and a way to continue to recognize the accomplishments Asian American and Pacific Islanders beyond the month of May.

- Ms. Nivar noted that May is officially Asian American and Pacific Islander Heritage Month. There were a number of events hosted by supporting AAPI organizations that several Board members were involved. Ms. Nivar thanked the administration for the digital recognition from the Governor proclaiming May as AAPI Heritage Month in the Commonwealth of Virginia. Ms. Nivar noted that Secretary of Education Qarni and First Lady Northam each conducted a virtual story time reading of a children's book written by an Asian author
- Ms. Nivar noted her collaboration with the chairs of the other three advisory boards. Ms. Nivar plans to provide an update on the Standard Operating Procedures document late on this meeting. The next quarterly Advisory Board Chairs meeting with Ms. Campbell, Secretary Thomasson and Deputy Deshazor is Friday May 29th.
- Ms. Nivar mentioned that Board members received an email from Mr. Lin with guidance on this year's annual report. Ms. Campbell, Mr. Bell, and Mr. Lin will go over that guidance later on in the meeting. Ms. Nivar noted that she looks forward to everyone's full participation in the development of the recommendations and review of the final draft.

Administration Update and Asian American and Pacific Islander Outreach:

- Ms. Campbell mentioned to Board members to send their bio and headshots if they have not already done so for the website.
- Secretary Thomasson mentioned that the administration has been hard at work during the crisis.
- Secretary Thomasson mentioned that Census work is ongoing. The Commonwealth of Virginia currently has a better response rate than the national rate.
- Secretary Thomasson mentioned that the administration will continue to highlight the AAPI community's efforts during the COVID-19 crisis and make sure the efforts are recognized.
- Secretary Thomasson mentioned a series of outreach calls by her office on appointments to Boards and Commissions. Secretary Thomasson thanked Board members for sharing with their networks.
- Secretary Thomasson mentioned that there are over 800 vacancies on Board and commissions (including upcoming vacancies on the Virginia Asian Advisory Board) to fill and to encourage people to apply now.
- Secretary Thomasson mentioned the administration is trying to fill the position of AAPI Outreach
- Ms. Nivar asked Board members to pass along qualified candidates for the AAPI Outreach position.

Administration COVID-19 Update:

- Deputy Secretary DeShazor highlighted the COVID-19 response efforts. Deputy Secretary DeShazor mentioned that documents can be translated into different languages and in some cases have been. So far, they have been translated into Korean and Chinese and Vietnamese has been requested.

- Deputy Secretary DeShazor presented the COVID19 response operational structure. There are two lead agencies: The Virginia Department of Emergency Management and the Virginia Department of Health.
- Deputy Secretary DeShazor mentioned that for the first time ever, there is a Health Equity Group. The Health Equity Group is comprised of a Leadership Team and a Working Group.
- Deputy Secretary DeShazor mentioned that concerns have been elevated through the working group.
- Deputy Secretary DeShazor displayed a map of the testing sites by the Virginia Department of Health in the Commonwealth. The map did not include testing sites not administered directly by VDH. The public can go to vdh.virginia.gov to find these testing sites.
- Deputy Secretary DeShazor noted data that as of May 27th, the total number of COVID cases in the Commonwealth was 40,249 with deaths at 1,281.
- Deputy Secretary DeShazor noted concerns to have data specifically reflecting effects on the AAPI community.
- Deputy Secretary DeShazor noted that the administration is providing many support services. The administration is coordinating with nonprofits. Deputy Secretary DeShazor noted that the public can text "FOOD" to 877877 for the closest sites near them providing meals.
- Deputy Secretary DeShazor noted that the administration is discussing what types of health support can help the undocumented population.
- Deputy Secretary DeShazor noted that the administration is providing childcare guidance including guidance on childcare support for essential workers.
- Deputy Secretary DeShazor noted that the administration would like to carve out space for the Virginia Asian Advisory Board to give recommendations. Ms. Amir is on the Health Equity Workgroup.
- Deputy Secretary DeShazor noted wanting to work with the education community to have real time conversations and feedback.
- Deputy Secretary DeShazor noted the resources on virginia.gov/coronavirus. The Governor's office is fielding hundreds of calls and thousands of emails during the crisis. The public can call "211" to connect to critical resources in a timely manner and in real time.
- Deputy Secretary DeShazor mentioned the Department of Social Services launched an app.
- Deputy Secretary DeShazor mentioned that the hiring for contact tracers is ongoing. The Deputy Secretary would also like to make sure that some of the contract tracers are multilingual.
- Dr. Underwood joined the meeting from Chesapeake. Dr. Underwood is the Chair of the Health Equity Task force. There are 5 people from 3 agencies.
- Dr. Underwood mentioned that the COVID crisis has disproportionately affected communities of color. Dr. Underwood is striving to make sure equity is threaded in every decision both "vertically and horizontally".
- Dr. Underwood wants to make sure that the most vulnerable and most at risk are included and accounted in the decision making. Dr. Underwood wants to ensure the equity groups are included in every decision.
- Dr. Underwood meets with the Health Equity Taskforce 3-4 times a day starting at 7:30 AM.
- Dr. Underwood mentioned how some communities of color feel threatened or are averse to wearing masks.
- Dr. Underwood emphasized community engagement. Dr. Underwood wants to make sure that minority owned businesses are supported by available funds.
- Dr. Underwood wants to ensure that all communications are accessible to people of all ability levels and that communications are in various other languages.

- Dr. Underwood mentioned Health 360 – using data to inform decision making.
- Dr. Underwood spoke of providing health equity training to localities. One of the goals is to reform how cities and local governments respond to crisis and include equity in decision making
- Dr. Underwood talked about the trend analysis report created by the communications group – it helps get a feel for what is happening on the ground and what the public is saying. Dr. Underwood also gets all the information from the calls to 211 including what topics are discussed and what are the immediate needs of citizens. Dr Underwood relayed an example of how they observed calls decreasing as Federal stimulus checks arrived but an uptick in calls as those funds were exhausted.
- Dr. Underwood would like Equity group’s work to be more visible and assure the Commonwealth that equity and diversity are being made priorities.
- Dr. Underwood is planning on monthly Lunch and Learn sessions.
- Dr. Underwood mentioned that the Chesapeake pilot launched two weeks ago. Pilots with Petersburg, Richmond, Harrisonburg and Roanoke have been completed. Next will be Northern Virginia.
- Dr. Underwood mentioned that the group has helped donate over 20,000 masks and 20,000 bottles of hand sanitizer to those cities with pilot programs.
- Dr. Underwood mentioned a planned increase for testing in Northern Virginia with the National Guard. They are keeping in mind sensitivities of communities towards having the National Guard present.
- Ms. Nivar thanked Dr. Underwood, Deputy Secretary DeShazor and Secretary Thomasson for the efforts during this crisis. Ms. Nivar asked Dr. Underwood - “Thank you for all of your and the task force’s hard work on health equity for all Virginians. Deputy Secretary DeShazor touched upon this earlier about the lack of API data on VDH’s dashboard and the months of requests for this breakdown. There’s all this data but I know I speak for many on the board that we understand the what but not the why. Considering racial and ethnic minority groups are disproportionately burdened by COVID-19, help us understand why this is not available?”.
- Dr. Underwood mentioned that the Health Equity Taskforce has been asking for such data since they began their work. There just hasn’t been good answer on it. Native American groups are also pressing for similar data for their communities.
- Ms. Nivar noted systemic issues being exposed by this crisis. Ms. Nivar hoped that the equity groups would continue to push these issues even after the crisis is over.
- Dr. Underwood asked the Advisory Boards to keep pushing different departments and agencies as well. Dr. Underwood doesn’t want to wait until the next crisis to work to alleviate some of these gaps.
- Dr. Underwood is working on what can be done in the next session on the General Assembly to help close some of these gaps.
- Dr. Underwood mentioned the Office of New Americans as an example of the way legislation that can help close some of the gaps.
- Ms. Amir noted in the chat: “Question for Dr. Underwood regarding the disaggregating data. CDC guidelines for data reporting are pretty standard and demographic data is part of their best practices. Providers collect this data as race and ethnicity are commonly used predictor variables in medical and public health research -- it informs providers how to best care of their patients. While it may not be on the individual test, the data can be obtained from their offices upon VDH's request. Had VDH made this request officially to all providers? I'd like to see Virginia be the leader in the US for providing high quality, accessible, and reliable disaggregated data. Our current data is also lacking in healthcare/frontline workforce data. It is well known

that healthcare/frontline workers are disproportionately women, immigrants, black and Latinx. In Virginia API physicians represent 18% of the approximate 20,000 physicians, 5% of the 112,000 nurses, 5% of the 11,800 nurse practitioners, and 5% of the 4300 respiratory therapists. Under-representation and/or exclusion of demographic and workforce data impacts the validity of relative effect of the impact of COVID-19. Without this data, we are not fully supporting an equitable front-line response effort against COVID-19 in Virginia, nor are we preventing the disparity gaps from widening”.

Legislative Update: Governor’s Office of Policy and Legislative Affairs Update

- Director Figueroa mentioned it was a productive legislative session with legislation passed on transportation, education and criminal justice reform. Legislation was passed on early childhood education, state-based marketplace for healthcare, background checks on gun purchases and a one handgun a month purchase rule. In addition, legislation was passed protecting the LGBTQ community against discrimination as well as decriminalizing marijuana. Legislation was passed for instate tuition for those without a social security number as well as drivers’ licenses for the undocumented community.
- Director Figueroa mentioned that the Governor is expected to address budget shortfalls moving forward.
- Mr. Lin asked about the possible delays in some of the initiatives that were passed in the most recent session due to budget shortfalls.
- Director Figueroa replied that the law is still on the books, but the administration may not have the funds for them. The administration will look at what funds are available including federal funds and then do a reforecast of revenue projections.
- Mr. Lin asked about the lack of state sponsored small business support and their concerns of solvency.
- Director Figueroa mentioned that AAPI business have been a driver of Virginia’s economy. HB881 and SB 971 can be instrumental in helping with respect to funding.

Ex-Officio Updates

(a) Secretary of Commerce and Trade

- Secretary Ball mentioned that the administration is looking at all the impacts due to this crisis on small business including but not limited to retail, travel, entertainment, food and beverages etc.
- Most of the state is currently in Phase 1 of reopening. Northern Virginia, Richmond and Accomack will move to Phase 1 at the end of the week.
- The Governor will continue to talk about the importance of social distancing and cleaning. In addition, there will be a masks requirement as of May 29th
- Governor will soon announce when regions can begin moving to Phase 2.
- The Governor will invite the General Assembly back into session this summer to make decisions on initiatives with new revenue forecasts.
- The Commonwealth is developing a grants program for businesses impacted by COVID-19
- Secretary Ball mentioned that “Games of Skill” will remain open another year with a new tax on them. The Secretary expects small businesses will receive a portion of that revenue. Another portion will go towards alleviating homelessness.

- Secretary Ball will ask Secretary Layne about CARES Act fund possibly being used to support small businesses.
- Secretary Ball is working with the Health Department and HHR on the ability to do testing, contact tracing followed by social isolation.
- Ms. Nivar asked that any questions for Secretary Ball to be posted in the chat to see if Secretary Ball can answer them as he has time. Secretary Ball graciously agreed to stay and answer questions.
- Mr. Lin asked if the funds are for micro businesses or for different categories.
- Secretary Ball answered that they're looking at something along the lines of 25 employees, but final parameters have not been decided yet.

(b) Secretary of Education

- Secretary Qarni announced that this Friday May 29th, there will be a program of "Virginia Graduates Together, spearheaded by the First Lady's office. The program will also feature actor Constance Wu.
- The Department of Health is working with the Department of Education to out a plan on Phase 2 and 3 concerning schools and universities.
- Secretary Qarni is getting feedback from various stakeholders and constituencies on different perspectives and needs.
- Secretary Qarni is working on addressing the digital divide, food insecurities, mental health and how COVID-19 has impacted students with special needs and/or poverty.
- Mr. Lin asked about education interruption and the gaps that will need to be overcome later.
- Secretary Qarni wants to keep safety in mind first. He will be helping to put out a 300-400 page guidebook. The Secretary is focusing on social and emotional support first.
- Ms. Mohindra asked in the chat: "It seems broadband access is a big part of the solution to make distance learning work. Any updates on how to accelerate this for those who face this gap?"
- Secretary Qarni relayed that 400,000 households currently do not have access to broadband. It would take 3 years to ensure they all get it if aggressively tackled. CARES Act funding may be able to provide some funding towards this objective.
- Ms. Amir asked in the chat: "Will there be requirements for teachers/staff to get tested prior to starting?"
- Secretary Qarni answered that there will be a mandatory face covering for staff and teachers but not students. The administration is trying to find a balance on developing guidelines that work for everyone.
- Ms. Chun asked in the chat: "Question for Sec. Qarni: What is being done to recognize and reach out to vulnerable children if we continue online learning in the fall? By vulnerable I mean those who may be victims of abuse or neglect".

Public Safety and Homeland Security/ Health and Human Resources

- Deputy Secretary Davenport and her staff spent the last few months focusing on COVID-19

- Governor authorized the Department of Corrections to release certain offenders. So far, 240 offenders have been released.
- Of the currently incarcerated population, 500+ have tested positive for COVID-19
- Deputy Secretary Davenport mention that ABC was quick to provide support for licensees. Alcoholic beverages were approved for curbside pickup and well as procedures developed for outside seating.
- For a session on hate crimes, the Virginia Asian Advisory Board was joined by Captain Hook, LT Matthew Patterson, Ms. Amy Lay and Mr. Keon Turner.
- Mr. Turner mentioned that Virginia follows all FBI guidelines for data collection on hate crimes.
- At each level of offense, each agency will make a determination and a supervisor will review and determine what type of crime it is (race, religion, gender identity, sexuality, etc.). There is also a monthly review of all hate crimes.
- Mr. Lin asked at what level are hate crimes collected – local or state police?
- Mr. Turner answered that it is whomever is investigating the crime. Mr. Turner also read the definition as stated by the FBI. The FBI defines a hate crime as “criminal offense against a person or property motivated in whole or in part by an offender’s bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity.”
- Ms. Siddiqui asked if all data is reported to the state police.
- Mr. Turner said all incidents of crime are in a database maintained by state police
- Ms. Siddiqui asked if there was a concern of underreporting hate crimes.
- Mr. Turner answered that there is an audit of the half a million crimes recorded each year. This helps to see if there are any trends and if there are any concerns.
- Ms. Mohindra asked about the per capita of hate crimes in Virginia. Where does it sit in relation to other states?
- Mr. Turner stated that the FBI produces a report but does not know immediately where Virginia sits on that ranking.
- Mr. Mulloy asked if there are higher penalties on hate crimes as opposed to other crimes
- Mr. Turner said it’s possible in some cases.
- Mr. Lo asked if there are efforts to increase the cases audited and looking for evidence of racial motivation.
- Mr. Turner said that they use certain factors to determine if there is reasonable evidence to conclude. They also review narratives based on what was reported by local enforcement authorities.
- Mr. Lin asked if there was a tracker for hate incidents.
- Mr. Turner stated that they do not have a tracker but that may be maintained by local law enforcement. Certain agencies may flag it as bias incidents.
- Ms. Agbisit asked if there are any special indicators of COVID-19 hate crimes.
- Mr. Turner answered that there are no indictors specifically for COVID19, but that information may be collected at the agency level.
- Deputy Secretary Harris joined the call. She summarized that there were over 4000 cases of COVID-19 hospitalizations and 1,281 people have died thus far. The known case was March 7th.
- Deputy Secretary Harris stated that we are currently in reopening Phase 1. VDH main page data is used in determining if certain benchmarks have been met to move onto other phases.

- Currently there is a 13.9% positive test rate for the state. The goal is to test 2% of the population every day (170,000 per day).
- Deputy Secretary Harris stated that they are trying to increase testing and try to get to consistently testing over 10,000 a day. She is also working on tracking hospital capacity. Testing assures a safe reopening.
- Deputy Secretary Harris mentioned that they are trying to do testing in a way that mitigates barriers such as transportation, insurance or primary care physicians.
- Deputy Secretary Harris mentioned that there is a COVID symptom tracker on the VDH website. The tracker can be used to see if a test is appropriate. They are working on hiring contract tracers to trace those who test positive and to self isolate them.
- Deputy Secretary Harris mentioned the impacts of mental health during COVID-19. The Department of Behavioral Sciences has received a grant for \$2 Million for statewide mental health services.
- There is also a mental health website for frontline workers.
- Department of Social Services has a food security group.
- Mr. Lin asked about testing and if contact tracing is done through an app.
- Deputy Secretary Harris answered that they are working hard to increase testing capacity and have 1300 contact tracers (about 25 per 100,000 persons). They're working hard to get to that number.
- Ms. Amir asked in the chat: "Question for Dr. Walker Harris: why is it that VDH is not requiring providers to submit race and workforce data for COVID-19".
- Deputy Secretary Harris answered that VDH has worked hard to encourage that reporting and that the reporting has improved since the start of testing. Currently they are able to submit forms that are missing that data so sometimes it's not reported. VDH will have to ensure that information is included.
- Ms. Amir asked in the chat: "Regarding testing: How is VDH helping providers, particularly primary care offices obtain PCR swabs? Primary care offices are currently not allowed to do antibody testing due to high complexity CLIA certification. Primary care providers are however, trained to interpret these results. Will VDH help facilitate these issues for primary care offices?".
- Deputy Secretary Harris answered that VDH has been working with the testing advisory council and healthcare providers to find out what barriers to sourcing specimen kits are and to help them acquire the kits. VDH will also provide guidance on how antibody tests can help and interpret test results.
- Ms. Agbisit asked in the chat: "I'm wondering if the increased mental health support include the rising racism and discrimination against Asian Americans. e.g. Do AA get access to mental health services at the CSB concerning racism or fear of racism in regards to COVID19".
- Deputy Secretary Harris answered that the grant is not specific to that but that it does not mean it cannot be used towards those means in addition to including additional support.

Update from the Office of the Attorney General on Virtual Meetings:

- Mr. Bell stated that the guidelines have been sent to Ms. Nivar and Mr. Lin.

- It's a "new world, new rules" however we still have work to do and must include the public as much as possible.
- Governor included language on how public bodies can meet. This will be in effect for as long as the current budget is in effect.
- No long need physical quorum to meet, however, must have quorum virtually
- All meetings must be recorded or transcribed.
- Meetings must be organized and setup on the front end, so if you plan to meet for official Board business, please let Ms. Campbell and Mr. Bell know immediately.
- Still have to give public notice for meetings.
- Public can join meetings and/or ask for recording/minutes.
- Votes must be handled and recorded by roll call.

Annual Report Guidelines and Next Steps:

- Mr. Lin stated that guidelines have been sent to him and Ms. Nivar.
- Composition and timeline of report – draft due by the end of June; internal meetings by August/September; report due by end of July.
- Mr. Lin stated that COVID-19 has revealed gaps in services and access to resources.
- In the past the reports have looked at what the administration can do. Moving forward, the board will also make recommendations on what the legislature can do.
- Mr. Lin asked committees to focus on one to two recommendations that are actionable at the state level.
- Ms. Campbell will send out the Annual Report schedule to the board.
- Deputy Secretary DeShazor mentioned that the new schedule allows time for the recommendations to be considered in time for the legislative session.
- Ms. Nivar mentioned that subject matter experts/ volunteers are welcome to help come and develop recommendations. They will be given credit on the annual report.
- Mr. Mulloy asked if the guidelines will be finalized and sent to the Board. Mr. Mulloy also asked if committee chairs will reach out to organize.
- Ms. Nivar answered yes to both.

Miscellaneous Board Items

- Mr. Lin mentioned bystander training given by Asian Americans Advancing Justice (AAJC).
- Mr. Lin participated in the development of these trainings, so the Virginia Asian Advisory Board is listed as a cosponsor.
- Mr. Lin mentioned that over 5,000 people have been trained so far. AAJC is also developing two other trainings – conflict de-escalation and victims of anti Asian incidents.
- Mr. Lin will send out the website and details on the trainings to the Board.
- Ms. Siddiqui has gotten special permission from the Office of the Attorney General to help set up a hotline to report hate crime incidents.
- Ms. Chun mentioned the communications plan she is developing for recognizing AAPI contributions in lieu of the CLOTY.

- Ms. Chun will contact Ms. Nivar on next steps.
- Mr. Hashmi mentioned in the chat and over the call: “All: I’m honored to inform you all that I have been named a 2020 AAPI National Security & Foreign Policy Next Generation leader. This is a list that highlights 35 AAPI leaders in foreign policy and national security fields in hopes of encouraging more from the AAPI community and other communities of color to consider this as a potential career path”

<https://www.newamerica.org/better-life-lab/articles/2020-asian-american-pacific-islander-national-security-foreign-policy-next-generation-leaders/>

- Mr. Hashmi spoke about the importance of such lists to encourage people in our communities to explore those fields.
- Ms. Campbell needs a description from the health committee for the website.
- June 30th will mark the end of the terms of some Virginia Asian Advisory Board Members.

Standard Operating Procedures:

- Ms. Nivar mentioned that all members should have a draft copy of the Standard Operating procedures.
- Ms. Nivar asked the board to go through the document over the next few weeks and highlighting any particular areas that may not be clear, that you may not agree with or consider unattainable.
- Ms. Nivar will follow up in an email.
- Let Ms. Nivar and Ms. Campbell know if you need a copy

Adjournment

- Ms. Nivar adjourned the meeting at 5:00 PM